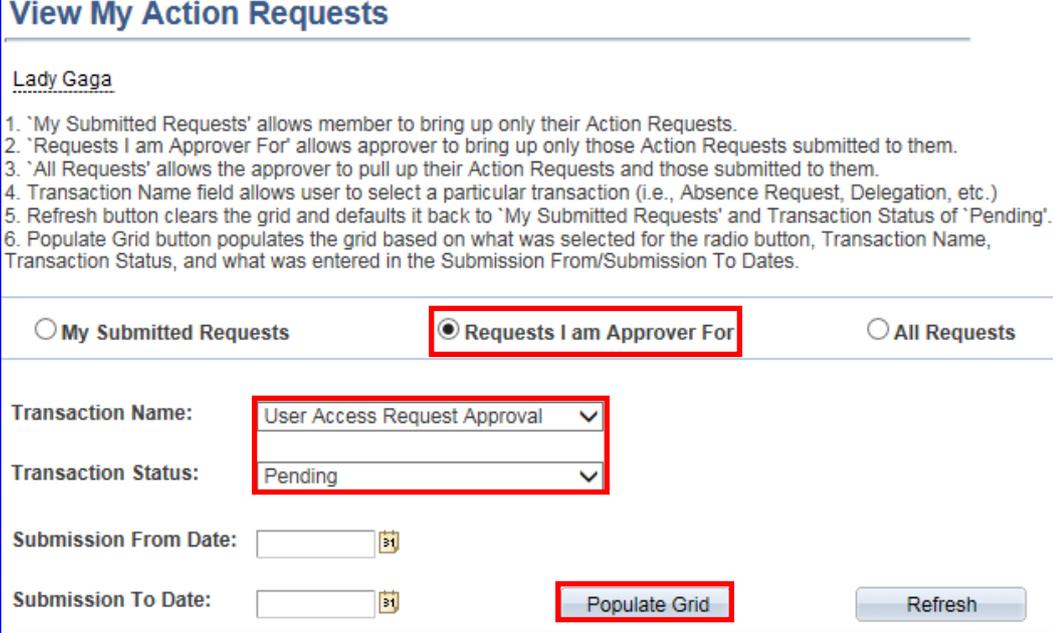


Approving/Denying User Roles

Introduction This guide provides the procedures for approving and denying user roles in Direct Access. Please allow 24 hours after PPC approval to see the updated roles in DA.

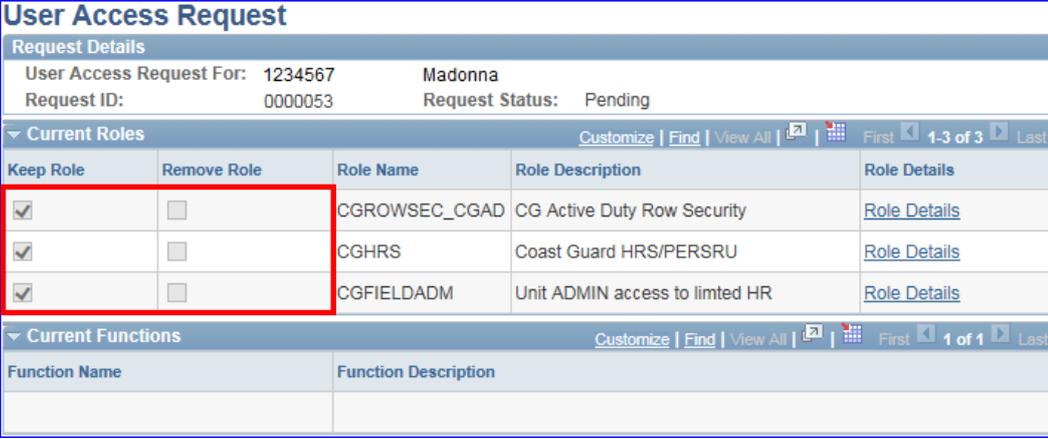
Procedures See below.

Step	Action
1	<p>From the Requests tab, click the View My Requests (all types) link in the Self Service Requests pagelet.</p> 
2	<p>The View My Action Requests page will display. Select the Requests I am Approver For radio button. Change the Transaction Name to User Access Request Approval. Leave the Transaction Status as Pending then click the Populate Grid button.</p> 

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Approving/Denying User Roles, Continued

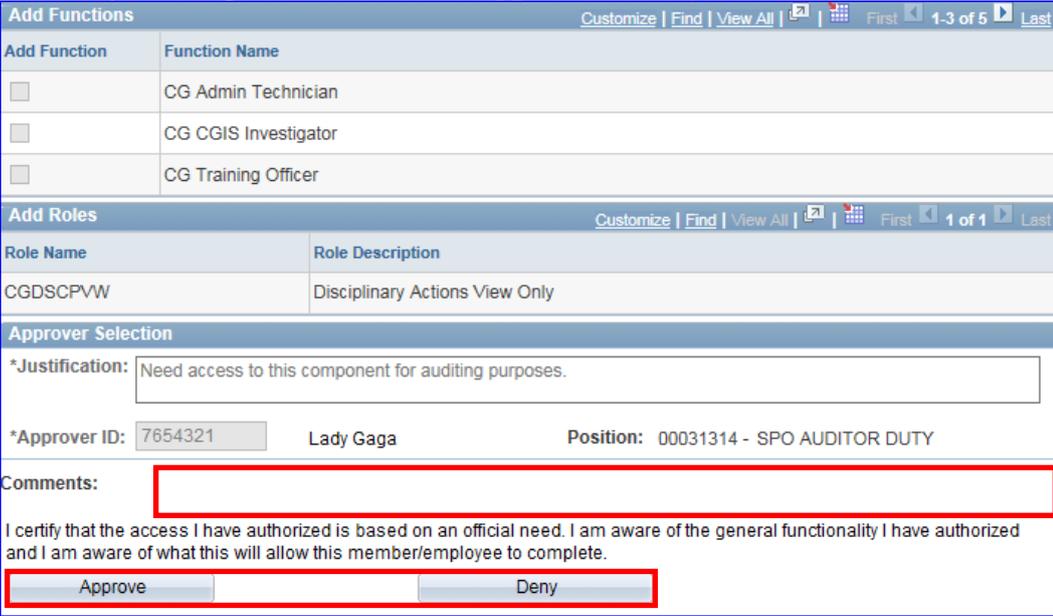
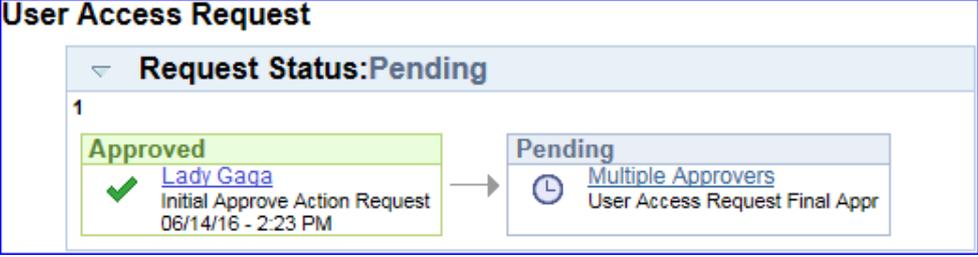
Procedures,
continued

Step	Action																								
3	<p>Select the Approve/Deny link for the member's request.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Member's Deptid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>User Access Request</td> <td>Pending</td> <td>Madonna</td> <td>1234567</td> <td>007448</td> <td>Madonna</td> <td>Lady Gaga</td> <td>06/14/2016</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Member's Deptid	Submitted By	Approver	Submission Date	Approve/Deny	User Access Request	Pending	Madonna	1234567	007448	Madonna	Lady Gaga	06/14/2016	Approve/Deny						
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4	<p>The member's User Access Request will display. Review the member's current roles and functions, then scroll down.</p>  <p>User Access Request</p> <p>Request Details</p> <p>User Access Request For: 1234567 Madonna Request ID: 0000053 Request Status: Pending</p> <p>Current Roles</p> <table border="1"> <thead> <tr> <th>Keep Role</th> <th>Remove Role</th> <th>Role Name</th> <th>Role Description</th> <th>Role Details</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGROWSEC_CGAD</td> <td>CG Active Duty Row Security</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGHRS</td> <td>Coast Guard HRS/PERSRU</td> <td>Role Details</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>CGFIELDADM</td> <td>Unit ADMIN access to limited HR</td> <td>Role Details</td> </tr> </tbody> </table> <p>Current Functions</p> <table border="1"> <thead> <tr> <th>Function Name</th> <th>Function Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Keep Role	Remove Role	Role Name	Role Description	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGROWSEC_CGAD	CG Active Duty Row Security	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGHRS	Coast Guard HRS/PERSRU	Role Details	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CGFIELDADM	Unit ADMIN access to limited HR	Role Details	Function Name	Function Description		
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Function Name	Function Description																								

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Approving/Denying User Roles, Continued

Procedures,
continued

Step	Action
5	<p>Verify the functions/roles the member is adding/removing. Enter comments, if necessary (not required). Then click Approve or Deny.</p> 
6	<p>If approved, this will display and the request will be routed to PPC for final approval.</p>  <p>If denied, this will display and the request will not be routed.</p> 